



## CALIFORNIA WING OPERATING INSTRUCTION 27

8 MAY 2008

### Communications

## COMMUNICATIONS LOGISTICS – GENERAL EQUIPMENT ASSIGNMENT PROCEDURES

### **Background**

California Wing must track and issue communications equipment in accordance with CAP regulations. The wing must be able to accurately account for all communications assets and properly document issuance of these assets to units or individuals.

### **Policy**

All communications assets will be received, issued and transferred according to this policy:

1. The California Wing Director of Communications will recommend and the California Wing Commander will assign communications staff members appropriate duties for processing of communications logistics including:
  - a. Receiving equipment in the Communications Equipment Management System (CEMS)
  - b. Processing CAP Form's 37C
  - c. Performing equipment assignments in the CEMS system
  - d. Performing equipment transfers in the CEMS system
  - e. Coordinating annual inventory and revalidation of individual assignments of equipment.
2. Files will be established and maintained for communications assets at Wing Headquarters in accordance with CAP Regulation 100-2.
3. Electronic CAPF37C templates will be made available to the general membership via the CAWG web page and the Communications Section member Yahoo group.
4. No communications asset will be issued, loaned, transferred, shipped or moved without an appropriately detailed Form 37C accompanying the asset.
5. At a minimum there will be one North (Groups 2, 4, 5, 6) and one South (Groups 1, 3, 7) communications staff member assigned to process communications equipment in the CEMS system.
6. All communications equipment will be allocated in the wing according to the Table of Equipment and Mission Critical definitions assigned by National Headquarters. Allocation of equipment will be coordinated with the wing Director of Operations.

7. No item of communications equipment will be issued before a communications staff member has prepared it for use. Preparation will include verification of correct operation and programming of the device with appropriate CAWG standard channel plans or other necessary firmware/software. It also includes the construction of DC power cables for LMR and HF radios and initial battery charging for portable or hand held equipment.

8. All communications asset issuances or transfers to/from Units will be recorded in CEMS with an appropriately executed Form 37C filed at Wing headquarters. All equipment will be shipped with a properly detailed Form 37C. The receiving unit will sign the Form 37C upon receipt and return it to Wing Headquarters or to the indicated communication staff member for CEMS processing

9. All communications assets issued to individuals will be issued through their assigned unit. The assignment to the individual will be recorded in CEMS for both the unit and the individual. All equipment will be shipped to the unit commander for subsequent issue to the assigned individual and documented with a properly detailed Form 37C. The member will sign the Form 37C upon receipt and return copies to the unit and to Wing Headquarters or the indicated communication staff member for CEMS processing

10. All communications asset assignments will be made using the "Assignment/Issuance" menu in CEMS and include a location name. For assets assigned to Wing Headquarters this entry will consist of the repeater site name or storage facility location. Storage facility location descriptions will include as much detail as practical; including shelf location if applicable. Other assignment records below Wing level should include a description of where the asset is normally located or stored.

11. Temporary issuance of assets, such as those that might be done during a mission activity or other event, will be documented on a Form 37C prepared as a custody receipt. The Form 37C will be signed by the member receiving the equipment. The Form 37C can be destroyed at return of the loaned asset.

Failure to comply with this policy letter may result in the associated unit or member losing access to communications assets for a period to be recommended by the Director of Communications and approved by the Wing Commander.

Certified 8 May 08, Maj Michael A. Heil, DC